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AUTHOR	Alexander, Barbara B., Comp.; And Others
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ABSTRACT

This report discusses the government documents policies and procedures of Illinois State University's Milner Library, a federal depository library. The following aspects of the documents collection are outlined: federal depository status; bibliographic control; maintenance; human resources; physical facilities; public service; and cooperative efforts. A copy of the library's collection development policy is provided, detailing the following: discipline/department; librarians; programmatic information; modifiers; formats; cooperative agreements; special consideration; and selection tools. The process of using Innovacq for the creation of bibliographic records for government documents is outlined. A list and descriptions of Innovacq record fixed fields, including prompted and non-prompted fields, to be used in the creation of records for federal documents are provided. Also included are: a letter to the librarian describing and encouraging the purchase of MARCIVE tapes; a survey of Illinois depository cataloging needs; a letter answering several questions about MARCIVE records; results of the 1993 survey of depository libraries' cataloging needs; reproductions of 1993 paper shipping lists; a rough draft of government documents CD-ROM circulation policy; a list of University of Illinois documents conferences, meetings, and field trips; Milner Library training sessions; and circulation statistics from 7/1/93 through 10/31/93. (MAS)

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ED 384 358

DEPOSITORY LIBRARY INSPECTION PACKET

Milner Library, Illinois State University

As prepared for Joe Paskoski
Depository Inspector

17 November 1993

Self-Study and Collection Development Policy
Written by Vicki Tate

Documents Innovacq Procedures
Written by Doug DeLong
Input from ACM Staff, GRD Staff, Documents Processing Staff

Draft CD-ROM Circulation Policy
Written by Bret Heim, Kathe Conley, Denise Anton Wright

Packet compiled by Barbara Alexander

IR055535

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DOCUMENTS SELF-STUDY REPORT
DOCUMENTS COLLECTION

Milner Library
Illinois State University

(Numbers and letters in outline reflect corresponding sections of the Instructions to Depository Libraries.)

1. Federal Depository Status

B. Official depository status by land-grant college and by Senatorial designation, 1877.

2. Collection Development Policy

B. Milner Library currently receives all items listed in the "Basic Collection" and a majority of the items listed in the "Suggested Core Collection: Small Academic Library."

Documents has had a written depository collection development policy since the late 1980's, with a revised written policy implemented in the fall of 1993. The written policy takes into consideration the guidelines of the Federal Depository Library Program as well as the format established by Milner Library for all subject areas.

C. The library uses the List of Classes as the primary tool for selection. See Collection Development policy (attached) for other selection tools.

D. A shelflist of items-selected and not-selected is maintained within the Documents Processing unit. A manual of current items selected is updated with a word processor and utilized by the Collection Development Librarian, the Documents Processing unit and is available at the General Reference and Documents (GRD) Desk.

E. An annual review of item numbers selected is conducted every spring using the List of Items Selected printout issued by FDLP. All changes in the profile are made using the Amendment of Selections (GPO Form 3495) and returned before the July 1st deadline.

H. Milner Library has no Selective Housing Agreement with any other library.

3. Bibliographic Control

A. All shipments (except for separates) are opened within 24-hours upon receipt. Separates are opened when shipping lists have arrived. All materials are marked with depository stamp and date stamp of shipping list (prior to 1992, items were stamped by date of processing).

Serials/series items are checked in a paper Kardex file on a piece level. Prior to 1993, the paper shelf list reflected serial check-ins for annuals and multi-volume sets. In 1993 it was decided that where there was a duplication of check-ins between Kardex and shelf list, the Kardex became the official check-in for the piece level, with the shelf list showing the serial/series title information and indication of location of the physical piece. Microfiche currently has no check-in systems at the piece level, though before 1993 each microfiche was checked-in on the paper shelf list.

Eventually Innovacq will replace the paper Kardex for checking in serials/series and monographic items in both the hard copy and microfiche format (procedures attached). This will allow staff at the GRD Desk to know what has actually been received as they can search the Innovacq terminal at the Desk. The Kardex is physically located one floor away in the Acquisitions and Collection Management (ACM) area. The paper shelflist for both hard copy and microfiche is in the GRD area.

Currently less than ten percent of the materials in the depository collection are catalogued. Retrieval is mainly by Superintendent of Documents (SuDoc) classification found either in the on-line catalog using cataloging from other libraries or by using printed/electronic indexes such as Monthly Catalog or GPO SilverPlatter/MARCIVE GPO CAT-PAC PLUS (ISU has canceled the SilverPlatter subscription and has begun subscribing to MARCIVE). Milner Library is in the process of establishing a catalog consortium in Illinois to use MARCIVE cataloguing tapes for current holdings (appropriate letters attached). Documents that are not received through the depository program (those items received from DocEx or purchased from agencies) are catalogued since they would not be included in a catalog profile for MARC tapes.

All materials are arranged by SuDoc within the separate documents locations in the collection. Some serial materials were pulled from the documents collection many years ago and reclassified into LC Classification. These items are fully catalogued and are retrievable by the online catalog. "See references" from the SuDoc to the LC Classifications are available in the documents catalogue shelf list.

B. Shipping lists are maintained for the current year only. They are divided into paper, microfiche, and electronic formats, each in shipping list order. The shipping lists are also retrievable by shipping date through a dbase file updated twice a month. Corrections shipping lists are also maintained and followed (sample pages are attached).

D. Upon receipt of a shipment box, the shipping list is checked for accuracy with the contents of the box shipped. Documents Processing staff attempt to obtain copies of missing shipping lists from the regional library at the Illinois State Library; however, this has generally not been productive and follow-up is required.

E. Milner Library uses the SuDoc Classification scheme as the primary means of arrangement of materials. Major exceptions are some older materials in storage which have Dewey call numbers and older materials in the Census Area. Some of the newer materials received through depository have been reclassified by LC Classification and are arranged within the subject collections. These items still retain the original SuDoc and depository stamp on each piece.

F. All guidelines for claiming materials are followed by the Documents Processing unit.

4. Maintenance

A. Depository materials which are lost, worn out or damaged are replaced when materials are available. High-use items and titles that are retained for historical research are identified and bound for preservation upon receipt. Serial titles that are retained are also bound.

B. The materials in the depository collection are not insured. This is in keeping with the state policy of not insuring library collections.

D. Milner Library follows the guidelines for discarding depository materials as outlined by our regional library. Lists of materials to be weeded from this library are routinely typed up (with the title, date, SuDoc and item number) and sent to the State Library. Any item requested by the State Library is sent directly to them. Milner retains all items until six months after the regional distributes the Discard List, allowing time for other depository libraries to request needed items. After the six-month grace period is over the weeded titles are discarded.

H. Secondary copies/duplicates that are in good shape are offered to other libraries through the Discard List or on GOVDOC-L.

I Superseded items are pulled on a title-by-title basis as listed in the Superseded List issued by GPO.

K. All microfiche materials are stored in microfiche cabinets within the library according to guidelines outlined in the Instructions to Depository Libraries. There are no microfiche materials in storage.

L. See "Self-Study of Maps Collection."

M. There is no longer an appropriate method of storing posters within the documents collection. In the past some posters had been folded and put in the pamphlet file, but this practice has been discontinued. Since the library does not specifically select posters there are few of them to address.

N. All electronic products are kept behind the General Reference and Documents Desk. All are available for use. Most of the CDs may be used on the Government Documents CD-ROM computer. Those that cannot be accessed on the computer may be checked out of the library. (A separate check-out policy for CD-ROM materials in the

government documents collection is under development and a draft copy is attached.) CDs are housed in jewel cases and floppies are kept in disk jackets.

5. Human Resources

A. The Documents (Depository) Librarian is a professional librarian.

B. Approximately 56 clerical hours per week (1.5 FTE) is allotted for processing documents (ISU is a 48 percent depository). Approximately seven professional librarians are responsible for reference service for documents. All of these individuals participated in state and national documents meetings during the past year (list attached).

C. This past year at least ten different training sessions on government documents were presented to the General Reference and Documents staff and any other interested staff members of Milner Library (see attached). Librarians that work the GRD desk during weekend hours also get an orientation to the documents collection.

6. Physical Facilities

A. Milner Library is a fairly new building (1976) with good lighting, clean environment, and seating scattered throughout. The lighting in the Documents Reference, Current Documents Periodicals, and Census/Congressional Records areas is not as good as it should be.

B. Great improvement has been made in the last year in the storage area for older materials from the main library. Many of the older documents as well as materials from the Library's general and subject collections are held in that facility. The humidity level has been lowered. Clutter has been eliminated improving accessibility to these materials by documents staff.

C. The depository collection has several microfiche readers and one microfiche reader/printer housed on the same floor as the microfiche collection. The CD-ROM computer for electronic materials is located near the GRD desk where the CDs are housed. The fax machine for documents staff use is available in the administrative offices on the third floor.

7. Public Service

A. The depository collection is housed in a prime location in the library. The collection is on the main floor (2nd Floor) of the library and is the first collection that the public encounters. The reference desk on this floor is staffed by professional librarians

longer hours than any other reference desk in the library. The depository collection (except for maps collection) is also on the floor with more public access hours.

The depository symbol is displayed at the entrance of the library and at the entrance to the 4th floor (depository maps collection). There are no signs indicating a restriction of access to the public displayed at the entrance or anywhere the general public has access.

The main building of Milner Library is an open-stacks library. The storage area, where some of the older documents are housed, is a closed stack unit located in a building remote from the main library. Documents retrieved from storage are usually available within 48 hours during the business week.

With the exception of the Y1's, 3's, 4's and the Serial Set which circulate for two weeks, circulating materials in the documents collection have a four-week loan period for undergraduate students and general public and a 16-week loan period for graduate students and faculty. This conforms to the Library's general circulation policy. Titles that previously had a shorter loan period (3-day, 7-day, and 2-week) are being converted to the longer loan period as appropriate. Some materials that were formerly non-circulating (i.e., materials in the pamphlet file) are now circulating. Current periodicals, reference materials. and microformats do not circulate, which is consistent with the policy for these types of materials in the subject collections.

Since the majority of the documents are not catalogued, there is no circulation record for each item in the online catalog. Most materials are changed manually by filling out a check out card. (For statistics on manual charges for the last four months see attached statistics sheet.) This is also the case for other special categories of materials within the subject collections.

B. The reference desk that services the documents collection is staffed by seven FTE professional reference librarians and three FTE civil service staff who have received extensive training in the collection. (For a list of the training schedule, see attachment.) Weekend coverage is provided by professional librarians from both public and technical service units in Milner Library, all of whom have been given documents orientation. All documents-related indexes are housed in this area along with the reference collection, documents paper shelf list, and CD-ROM computers.

High-use CDs are available for access on the CD-ROM computer. All full-time staff members have been trained in loading these select CDs on the computer. There is backup technical assistance from Library Systems Division.

C. Patrons needing resources outside the selection of the library are referred to the Illinois State Library and to the University of Illinois at Champaign-Urbana and other ILLINET Online Libraries as appropriate. ILLINET Online (IO) is a state wide system with access to the full cataloging for over 500 libraries and circulation information for 40 mainly academic libraries.

D. Public displays in the foyer of Milner Library highlighting certain aspects of the documents collection are one aspect of the ISU Documents public awareness program. In the last six months the following topics have been displayed: Flowers, Plants and

Gardening; Touring the Nation's Capital Through Government Documents (6 parts); and Children's Materials in Government Documents.

Another aspect of public awareness is a joint program with Illinois Wesleyan University, Bloomington. Government Documents posters are displayed at both the Normal Public Library and Bloomington Public Library referring patrons to ISU and IWU for government information.

8. Cooperative Efforts

C. Open communication with Illinois Wesleyan University has been increased over the last couple of years. Since IWU does not currently have access to GOVDOC-L, important notices are faxed to them when necessary. Copies of the items selected manual, documents handouts, and reference guides developed for Milner Library are shared with the IWU staff.

One of the reasons Milner Library has selected the MARCIVE GPO CAT-PAC PLUS over GPO SilverPlatter for electronic indexing of documents is its feature listing the current items selected by other depository libraries. This allows for better referrals to other libraries.

One of the most recent cooperative efforts is the cataloguing consortium previously mentioned. Depository libraries participating in those discussions include ISU, IWU, Eastern Illinois University, Northern Illinois University, Southern Illinois University at Carbondale, Western Illinois University, Northeastern Illinois University, and Governors State, as well as the Administration Information Systems and Service (AISS) Office on ILLINET Online. (Letters attached.)

11/16/93
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ILLINOIS STATE UNIVERSITY
MILNER LIBRARY

U.S. GOVERNMENT DOCUMENTS
COLLECTION DEVELOPMENT POLICY

INTRODUCTION: THE FEDERAL DEPOSITORY LIBRARY PROGRAM

This program is outlined in Title 44 of the United States Code and is administered by the United States Government Printing Office (GPO).

Statement of Purpose

"The purpose of depository libraries is to make U. S. Government publications easily accessible to the general public and to insure their continued availability in the future. The purpose shall be achieved by a system of cooperation wherein depository libraries will receive free Federal public documents in return for making them accessible to the general public in their areas."
(Guidelines for the Depository Library System, Depository Library Council to the Public Printer, revised 1987, p. 1)

As a selective depository since 1877, Milner Library receives approximately 45-50% of the materials distributed through the Federal Depository Library Program. Once received, the Library is obligated to keep selected materials for five years. (Exceptions are outlined in the Superseded List as updated by GPO.) After the five-year retention period, the Documents Librarian determines whether to retain items for historical/ research needs or withdraw through normal weeding procedures according to the Instruction to Depository Libraries and as regulated by the Illinois State Library.

I. DISCIPLINE/DEPARTMENT:

General Reference and Documents Division (GRD)

II. LIBRARIANS:

Documents Coordinator: Barbara Alexander
Documents Collection Development Librarian: Vicki Tate
General Reference and Documents Librarians: Robert Townsend, Sharon Naylor, Denise Anton Wright, Kathe Conley.

III. PROGRAMMATIC INFORMATION

A. SUBJECT BOUNDARIES

The collection is strong in agriculture, census, congressional materials, education, government, labor, social sciences, military history, and international topics. The collection is less strong in science and technology. These boundaries reflect the programs at ISU.

B. KINDS OF PROGRAMS OR USER NEEDS SUPPORTED

1. **DEGREE PROGRAMS.**
   All degree programs in general.

2. **COLLECTION SUPPORT.**
   The primary purpose of the collection is to support the basic research needs of undergraduate and graduate programs. Faculty research is also supported with emphasis on statistical data and research reports.

3. **CLIENTELE.**
   Depository status prescribes that all inhabitants in the 15th U. S. Congressional District should be served by the U. S. Depository Collection at Milner Library. However, students and faculty of the University are the primary users with residents of the area as a secondary group.

C. INTERDISCIPLINARY INFORMATION

1. **OTHER SUBJECT COLLECTIONS IN MILNER RELATED TO THIS DISCIPLINE.**
   Law, business, political science, education.

2. **AREA AND/OR SPECIAL STUDIES PROGRAMS.**
   None.

3. **OTHER LIBRARIANS INVOLVED WITH THIS SUBJECT.**
   Vannette Schwartz, as the maps librarian, is responsible for the maps received through the depository system.

IV. MODIFIERS

A. GEOGRAPHICAL

Emphasis is on the United States and Illinois specifically. Other areas are covered as they relate to the United States: trade, foreign relations, statistical information.

B. LANGUAGE

Materials that are received are primarily in English, although a few popular titles

appear in translation, most often Spanish. Materials that are retained are primarily in English.

C. CHRONOLOGICAL

Emphasis is on current materials, although materials with historical merit are retained. Retrospective materials may be selected or purchased to fill gaps in existing holdings or in response to specific requests.

V. FORMATS

A. TREATMENT

Materials range from popular to scholarly, including scientific treatises and primary research materials.

B. TYPES

1. The following types of materials are selected for most agencies: annual reports, general publications, yearbooks, statistical publications, bibliographies, periodicals, significant monographs, significant series, and bulletins.

2. The following types are selected on a limited basis depending on the issuing agency: handbooks, manuals, guides; pamphlets, directories, laws and regulations.

3. Paper format is preferred for heavily-used materials and those of general interest.

4. When there is an option of choosing paper or microfiche, paper is generally selected for sets with high use (e.g., CFR, Congressional Record).

5. Microfiche and electronic products are selected when the items are not available in paper.

C. EXCLUSIONS

Forms and posters are generally not selected.

VI. COOPERATIVE AGREEMENTS

A. FORMAL AGREEMENTS

There are no formal or informal agreements for cooperative collection development with any other library.

B. AREA RESOURCES

Other university libraries within one-hour radius from Illinois State University having depository status include:

Illinois Wesleyan University in Normal, IL (14% items selected)
Bradley University in Peoria, IL (53%)
University of Illinois in Urbana-Champaign, IL (95%)
Sangamon State University (shared with Blackburn College) in Springfield, IL (17%).
Illinois State Library in Springfield, IL, (the regional depository for Illinois)

VII. SPECIAL CONSIDERATION

A. DESIGNATED AREAS OF EXCELLENCE

1. Milner holds Illinois' only complete collection of the microfilmed Presidential Papers held by the Library of Congress.

2. Milner holds Illlinois' most extensive public university collection of Population Schedules of the U. S. censuses, including not only Illinois from 1830-1920, but also Population Schedules for Indiana, Kentucky, Ohio, and Pensylvania through 1870.

3. Milner holds the entire microfiche holdings for Congressional Information Service collections for congressional materials from 1970 to the present.

B. OTHER CONSIDERATIONS

As a federal depository since 1877, Milner holds significant rare and original materials from the Departments of Agriculture, Education, and State.

VIII. SELECTION TOOLS

A. RETROSPECTIVE PURCHASES

Needs and Offers List (GP 3.31:)
Illinois State Library. Federal Documents Discard List
Catalogs from National Archives Microfilm

B. CURRENT PUBLICATIONS

List of Classes of the U. S. Government Publications Available for Selection by Depository Libraries. (DOC. GP 3.24:)
U. S. Government Books (DOC. GP 3.17/5:)
U. S. Government Subscriptions (DOC. GP 3.9:)
Subject Bibliography (DOC. GP 3.22/2:)

Government Information Quarterly (Z688.G6G68)
Government Publications Review (Z7164.G7G68)
Documents To The People (Z617.D6)
Publication catalogs from departmental agencies

C. **ELECTRONIC ACCESS**
GOVDOC-L (Internet Listserve)
IGI-L

rev. 11-11-93

gdcoldev

1. LC III identifies 50 periodical titles for creation of records. Use Core Claims list.

2. Title list reviewed and approved by Docs Librarian and ACM Librarian.

3. LC III selects a representative sample of 10 different titles from the approved list and notes Kardex card to save the next issue received for Innovacq record creation.

3a. As issues are received the LC III accomplishes the following:

- Titles are searched on FBR/LCS (ISU only) Bibliographic record and **latest** call number, holdings and location only are printed.. Include all holdings of this call number, even if some volumes are in storage. Add, if necessary, reference to any earlier call number. If there is no ISU FBR/LCS record print FBR only for any other institution. If none found locate and photocopy title in the Periodicals Supplement of the Monthly Catalog. *In either instance deliver to Deb Mason , CRM. See below.*

- Sudocs shelf list pulled for each title, latest call number only and photocopied

- First shelflist card of each set marked "Innovacq XX/XX [Date; mo/yr]"

- Shelflist cards refiled

- Photocopied shelflist(s) of current SUDOC's number, noting first previous SUDOC number if any, taken to the stacks and bound volumes verified, with photocopy noted as to corrections required. If necessary Storage will also be checked.

- Photocopy of shelflist and FBR or LCS printout delivered to CRM (Deb Mason) for creation of FBR short record and holdings statement. LC III photocopies and retains the completed version of FBR/LCS printout.

4. Innovacq record set, including Bibliographic, Order and Checkin records, created with issue, FBR printout or Monthly Catalog photocopy and GovDocs Kardex card as source of information on proper form of entry. In addition, use Innovacq prompts sheet with title "Prompted Fields; Use for Government Documents" (iqdocfd3.doc).

5. Kardex card is lined off (diagonal line bottom left to top right), noted "Innovacq XX/XX" and "I" placed in lower right hand corner of card, visible without moving other cards. Establish and use one distinctive color for lineout and "I".

6. Issue in hand is checked in on new Innovacq record. Also, note receipt of individual back issues received and not bound as follows: All issues of current volume or current year, whichever is EARLIER. Issue IS NOT checked in on Kardex card!

7. As Innovacq records are completed forward via email list of titles with SUDOCS# to Documents and ACM librarians. These librarians will review the process after the first set (minimum of ten records) has been completed.

8.. All subsequent receipts are checked in on appropriate Innovacq record. Kardex card, while available for emergency review, is not to be used for future checkin.

9. Photocopy of shelflist and supporting documents will be retained in Documents Processing, arranged by SUDOCS #, for a maximum of 1 year.

10. This procedure is subject to review and change at any time.

DAD, as discussed with BA & CJ 05/24/93. Minor revision 11/16/93

ORDER RECORDS

ACQ TYPE Use G as field reflects financial method of acquiring item.

LOCATION Varies. Use to indicate final shelving location of item. We currently have the following locations related to documents:
DOCIS: Documents Index Shelves
DOCMI: Documents Microfiche
GTDOC: Government Documents
GTDRF Government Documents Reference
MFDOC: Microfilm Documents
Note: We can add new locations. We also have the option of mutiple locations; if the location field indicates "MULTI" specific location codes are noted as a variable field.

CDATE Cancelled Date Leave blank as long as record is considered active.

CLAIM Controls or reports on claiming activity. Use N if a system-generated claim is never to be created; a Z if a claim is to be created immediately. Otherwise leave blank.

COPIES Use for number of copies anticipated. Required; will default to 1

CODE 1 Use for initials of individual creating an order. Required.

CODE 2 Use for type of searching "copy" received with the order. A possible use for Gov Docs--M=Monthly Catalog [or Marcive]. Can be left blank.

CODE 3 Miscellaneous needs; mainly an unusual type of order. Can be left blank.

CODE 4 Additional miscellaneous needs; includes a code for each month of the year if a reminder (would require boolean search to isolate) of all records coded with a specific month. Can be left blank.

EST. PRICE Leave blank; defaults to $0.00. Required if payment is to be made--such as for a subscription item.

FORM Use to define the physical form of the item. Examples that are currently available are Books, Newsletters, Microform, Periodical, CD Rom, etc. Review list of established forms before requesting the addition of new forms.

FUND Normally used for encumbrances and payments. In respect to documents use SDOC. [DAD; CREATE]. Use only for depository items; if purchased use fund for specific vendor.

LANG Use the code for the primary language of the item. Examples:. English=ENG; Spanish=SPA, French = FRA. Other codes are available; the MARC format language code list is a part of the system.

ODATE Order Date. Use date (mm-dd-yy) item is "ordered". For government documents utilize date of initial record creation or if available a date of original Kardex record creation. As possible create new records for items anticipated and use the date of creation. The system defaults to the current date or, if the previous record created during the same session had a different date that date.

ORD NOTE Order Note. Uses a code which translates into a fuller note for printing on the P.O. form; also to delay the issuance of a claim. Suggest leaving blank.

ORD TYPE Use D; Depository. Other codes are available; review before using. This code is also used for items received on the state depository program.

RACTION Receiving Action. Codes prompt action during receiving or payment functions. Use D (Do not catalog) for items not to be cataloged. Use C (Cataloged) for items known to be cataloged. For items awaiting the OCLC automatic cataloging or an in-house decision regarding cataloging leave blank until that decision or cataloging is received.

RDATE Receiving Date Records date of receipt. Use for date of receipt of first issue only of periodicals; for all other items, including other serials, enter each item upon receipt so as to have date print on slips.

RLOC Receiving Location. Stores code for receiving location. Use G, Government Documents.

BLOC Billing Location. Same as RLOC

STATUS Code represents the financial status of the item. Recommended usage:

O = On order monograph or serial
A = Received monograph
F = Received first issue of serial
Z = Canceled order; no further receipts anticipated
1 = On Hold (temporary) record

Note: Once a record has been created and accepted it cannot be deleted except through a formal deletion process. The only exception to this rule are records with a status of 1. While the status is essentially for protection of payment information, use the above codes so as to maintain consistency with the existing records.

TLOC Temporary Location. Use G, Government Documents.

VENDOR A 5 character code linked to a file with the full name/address of the source of the item. Use SUDOC for all federal depository items. Other vendors available for purchased items; verify need before adding new vendors.[DAD-neeed SUDOC as vendor]

SUBJECT Required. Use 3 character code that best describes subject. Use the first subject heading as a primary guide.

BIBLIOGRAPHIC RECORDS

LANG See above

SKIP Use to indicate leading articles or other characters of a title that are ignored in indexing. The system automatically sets for "a, an, the". For foreign language articles the proper value of SKIP must be set.

BCODE 1, 2, 3 Only BCODE 2 currently used; same as CODE 2.

COUNTRY Not used

CHECKIN RECORDS

LABEL TYPE Allows for different style of labels. Proper label for documents to be determined.

SCODE 1, 2 Not used as present except some continuation records have s in SCODE 2.

COPIES: Established at the time the checkin card is created

CLAIMON Derived from the checkin card

LOCATION Derived from the checkin card

RLOC Same as order record

VENDOR Same as order record

PROMPTED FIELDS--USE FOR GOV. DOCUMENTS RECORDS.

SKIP Use to indicate leading articles or other characters of a title that are ignored in indexing. The system automatically sets for "a, an, the". For foreign language articles the proper value of SKIP must be set.

BCODE 2 Use for type of searching "copy" received with the order. A possible use for Gov Docs--M=Monthly Catalog [or Marcive]. Can be left blank.

AUTHOR Use in format anticipated in final cataloging; e.g. Monthly Catalog format

TITLE Use in format anticipated in final cataloging; e.g. Monthly Catalog format

IMPRINT Use agency name, unless "Government Printing Office" is expected. If so then enter agency as Added Author unless already used as author.

EDITION Use as expected in Monthly Catalog. May be used also for physical description; e.g. Softbound; Microfiche, etc.

SERIES Use as expected in Monthly Catalog.

CALL NO. Leave blank

OCLC # Leave blank unless readily available

ISBN/ISSN Use if available; especially use ISSN if at all available

SUDOCS# Use from Shipping lists or Monthly Catalog. Enter without any spaces; e.g. GP3.2:C76/2

CODE 2 Use for type of searching "copy" received with the order. A possible use for Gov Docs--M=Monthly Catalog [or Marcive]. Can be left blank.

CODE 4 Additional miscellaneous needs; includes a code for each month of the year if a reminder (would require boolean search to isolate) of all records coded with a specific month. Can be left blank.

COPIES Use for number of copies anticipated. Required; will default to 1

CODE 1 Use for initials of individual creating an order. Required.

EST. PRICE Leave blank; defaults to $0.00. Required if payment is to be made--such as for an item received not on depository but on subscription.

1, 11/16/93, 10:27 AM, ww:iqdocfd3

FUND Normally used for encumbrances and payments. In respect to documents use SDOC. [DAD; CREATE]. Use only for depository items; if purchased use fund for specific vendor.

VENDOR A 5 character code linked to a file with the full name/address of the source of the item. Use SUDOC for all federal depository items. Other vendors available for purchased items; verify need before adding new vendors.[DAD-neeed SUDOC as vendor]

SUBJECT Required. Use 3 character code that best describes subject. Use the first subject heading as a primary guide.

REQUESTOR Name of individual to whom notification of receipt of the item is to be sent. Not required unless requested by GRD.

NON-PROMPTED FIELDS--UPDATING USUALLY REQUIRED

ACQ TYPE Use G as field reflects financial method of acquiring item.

LOCATION Varies. Use to indicate final shelving location of item. We currently have the following locations related to documents:

DOCIS: Documents Index Shelves
DOCMI: Documents Microfiche
GTDOC: Government Documents
GTDRF Government Documents Reference
MFDOC: Microfilm Documents

Note: We can add new locations. We also have the option of mutiple locations; if the location field indicates "MULTI" specific location codes are noted as a variable field.

FORM Use to define the physical form of the item. Examples that are currently available are Books, Newsletters, Microform, Periodical, CD Rom, etc. Review list of established forms before requesting the addition of new forms.

ORD TYPE Use D; Depository. Other codes are available; review before using. This code is also used for items received on the state depository program.

RLOC Receiving Location. Defaults to Acquisitions. Stores code for receiving location. Use G, Government Documents.

BLOC Billing Location. Same as RLOC

STATUS Code represents the financial status of the item. Defaults to O.
Recommended usage:

O = On order monograph or serial
A = Received monograph
F = Received first issue of serial
Z = Canceled order; no further receipts anticipated
1 = On Hold (temporary) record

Note: Once a record has been created and accepted it cannot be deleted except through a formal deletion process. The only exception to this rule are records with a status of 1. While the status is essentially for protection of payment information, use the above codes so as to maintain consistency with the existing records.

Illinois State University
Milner Library 8900

26 July 1993

Dear Depository Librarian:

Recent advances in technology have allowed depository libraries the opportunity to purchase both ongoing and retrospective cataloging tapes. These tapes contain bibliographic records produced by the Government Printing Office (GPO). Individual libraries purchasing the tapes set up profiles based on their item selection list, indicating locations and format. One of the companies offering such a service is MARCIVE, Inc., based in San Antonio, Texas.

At this time, several Illinois libraries are considering first time tape purchases from various vendors or are considering migrating to another system in order to get better records. In discussions with the MARCIVE Marketing Representative, Joan Chapa, we have discovered that by purchasing our tapes as a network we can significantly lower our individual costs as well as save on other MARCIVE products such as the GPO CAT/PAC (CD-ROM product), barcodes, and the Shipping List Service. The usual price for MARCIVE's Enhanced GPO Database Service (cataloging tapes), regardless of depository size, is $2,200 annually. This would decrease depending on the number of libraries who choose to participate. In a state nationally recognized for its resource sharing and collegiality, and in these times of financial belt-tightening, this seems a project well worth considering.

For those of you not familiar with the MARCIVE tapes and the advantages of using them, MARCIVE produces cataloging tapes, using enhanced (cleaned up) GPO records for both serials and monographs. For instance, MARCIVE eliminates duplicate records, addresses such problems as incorrect prefixes in the 037 and 074 fields; adds OCLC numbers to records which lack them; corrects typographical errors; and creates separate, chronological 086 fields for multiple SuDoc numbers with explanatory 500 notes.

The tapes arrive on a monthly basis averaging one to six months cataloging lag time depending on the output of the GPO catalogers. Along with the tapes, libraries can order printouts of the records they receive each month, including title, SuDoc, OCLC number, format (paper, fiche, electronic) and a location indicator.

One of the advantages of using MARCIVE is the ability to profile down to the SuDoc stem rather than being limited to the item numbers. Also, barcodes can be input into the records and there can be multiple location codes in each record.

In order to answer questions regarding network implementation of this service for Illinois depository libraries, Joan Chapa of MARCIVE will attend the fall ILA GODORT meeting, Thursday, September 23, in Springfield. She will be there to address specific cataloging questions, cost per library, and various means of implementation as a network. Please share this information with your documents catalogers and library administrators. They may also wish to attend the meeting in order to have their questions answered first-hand. You are welcome to attend even if you do not have any current plans to automate documents in your library.

Should this be the direction we decide to take, the next step will be approaching the AISS offices. As there is always strength in numbers, the more of us who are interested the more effective we will be. I should probably add on a personal note, that having worked with MARCIVE when I headed the Documents/Maps Departments at Texas A&M University, I have found them to be the most responsive vendor in the library field.

To sum up, the particular advantages to us as Illinet Online depository librarians in Illinois include the following: lower costs, better access to documents holdings in other libraries, a cleaner database, and customized profiling. In order to assess the possibility of our mutually taking advantage of this opportunity as well as meeting your particular needs, please complete the attached survey and return it to me by August 27.

Should you have any questions, please direct them to me at Milner Library, Illinois State University, Normal, IL 61790-8900, 309 438-7044 (voice), 309 438-3676 (fax), or axvisal@uicvmc.bitnet.

Sincerely,

Barbara B Alexander

Barbara B. Alexander
Head, General Reference and Documents

enclosure

SURVEY ON ILLINOIS DEPOSITORY CATALOGING NEEDS

1. Do you currently catalog your federal documents? _____

2. If so, how is this accomplished, i.e., in-house cataloging, OCLC tapes, MARCIVE tapes, other? _____

3. If not, are you planning to catalog your federal documents in the near future? _____

4. Are you interested in:

   Retrospective conversion? _____

   Current tapes? _____

   Both? _____

5. Size of depository. _____

6. Description of documents unit:

   Librarians (give numbers of both reference and catalog librarians, full or part time). _____

   Support staff. _____

   Students (Processing, shelving, etc.). _____

7. If currently cataloging federal documents approximate yearly cost. _____

8. Amount of possible cataloging budget. _____

9. Are you interested in receiving catalog cards after you automate? _____

10. Other comments: _____

_____

Do you plan to attend? If so, how many will be attending from your library? _____

Please send survey results to Barbara Alexander, Milner Library, Illinois State University, Normal, IL 61790-8900, 309 438-7044 (voice), 309 438-3676 (fax) or axvisal@uicvmc.bitnet.

27 October 1993

Dear --,

Following the two-days of documents meetings in Springfield last month, including discussions concerning document tapeloads, I spoke to the Head of the Systems Division here at Illinois State University's Milner Library, Dick Christensen, regarding Illinet Online's Administrative Information Systems and Services (AISS) and questions they might have regarding the MARCIVE GPO Enhanced Database tapeloads for our collections. Dick suggested we set up a conference call with AISS and MARCIVE to discuss the possibilities and to bring up questions that had arisen. That call took place last week and I would like to take this opportunity to share the results with you.

In addition, the previous week Joan Chapa, MARCIVE Marketing Representative, sent me a copy of a letter she mailed to Liz Alexander at the Illinois State Library. The letter answered some questions posed by Liz, her staff and other librarians during the Springfield meetings, and included pertinent financial and other information Joan thought I might find helpful. With Joan's permission, I am enclosing a copy of her letter.

Before Dick set up last week's conference call, he asked me several specific questions. He wanted to know if the MARCIVE records are in MARC format (they are); how records would "know" to link to each institution (more about this later);and how the records would show up in OCLC (next paragraph). My question for Joan concerned the possibility of a sample tape.

To answer the last two questions: 1) MARCIVE considers a sample tape mandatory. 2) As for loading holdings into OCLC, the following process occurs. MARCIVE creates a stripped down tape of the monthly tapeloads, retaining Sudoc number, title, OCLC number and that field which shows holdings (usually the 049). That tape is sent to OCLC on either a monthly or a retro basis, depending on the library's choice.

Participating in the conference call were Dick, Joan, Cathy Salika of AISS and Richard Smith, the technology guru at MARCIVE and me. Cathy's questions centered on how the MARCIVE records are set up, that is, do they have an OCLC number and how holdings are indicated. Joan explained that they do, except for about 10,000 which prove to be mostly daughter map records. MARCIVE has given these a unique MARCIVE (MVI) number so they won't respond to the OCLC number and overlay. Cathy will see what kinds of problems this might present. Also to be investigated are whether or not these records would actually pertain to the Illinois libraries considering a MARCIVE consortium.

Holdings are usually indicated by the 049 field, and MARCIVE can address multiple holdings in several ways. All the holdings can be in one 049 field, separated by commas or in subfields or an individual 049 can be set up for each library. At the present

time the Illinet Online system cannot work with more than one holding in the 049 and Cathy commented that the programmers would have to address this. However, I did not feel Cathy thought it an overwhelming problem, just one that would have to be considered.

Cathy asked if it would be possible for AISS/ILCSO representative(s) to attend the next meeting of those libraries considering this project. I assured her that we would welcome their participation and input.

One of Dick's concerns was maintaining the database since that is one of the IO standards. He and I had discussed this to some degree and at that time I shared the information that we all had become interested in this project so we could search IO to determine the holdings of the other depositories. I also gave him a copy of an article recently published in Technical Services Quarterly (TSQ), co-authored by myself and one of my former colleagues at Texas A&M, Laura Tull. She and I had been concerned about managing our documents database after loading both the retrospective and ongoing tapes. We developed procedures for doing ongoing clean-up using a MARCIVE produced monthly printout of our tapeloaded items. For those of you who are interested, the article is "Maintaining the GPO Tapes: Using Marcive's Printout," and is on page 1 of TSQ, volume 10, number 4, 1993.

I am eagerly waiting to hear from those of you who would like to discuss the next step in this project (I believe I asked for responses by October 22nd?). At the present time the institutions who have indicated an interest are ISU, Southern Illinois University--Carbondale, Western Illinois University, Illinois Wesleyan University, Northern Illinois University, Northeastern Illinois University, Governors State University and possibly Eastern Illinois University. And of course, I hope the Illinois State Library will be joining our discussions, too.

Unfortunately, I will not be in Chicago for any of the meetings next weekend as my Associate Univerity Librarian is sending me to another conference. Vicki Tate, ISU, will be there from Friday morning through Sunday evening; please feel free to visit with her if you have questions. She will have additional copies of this letter should you need one. Joan will be in Chicago from Monday through Wednesday and I am sure she would be happy to answer questions or offer further explanations of the MARCIVE product.

Please give me a call at 309 438-7044 or email me at AXVISAL@UICVMC. Bitnet should you have any questions.

Sincerely,

Barbara B. Alexander

Barbara B. Alexander
Head, General Reference & Documents

RESULTS

Survey on Illinois Depository Libraries' Cataloging Needs

Summer 1993

In an effort to assess possible interest in cataloging federal documents, an informal survey was sent to all depository libraries in Illinois. Seventeen libraries responded with the following information.

Are documents cataloged:

Yes	7
No	5
Some	3
Selected titles	2

How accomplished:

OCLC	4
In-house	8
Both	1
No answer	4

Interested in cataloging federal documents in near future:

Yes	3
No	0
No answer	12
Other	0

Interested in:

Retro	6
Current	11
Both	5

Interested in catalog cards:

Yes	3
Shelflist	5

Depository Libraries varied in size from 6% to 90%

Cataloging costs were varied and/or unknown in most cases.

Comments:

- Interested in MARCIVE if that improves cataloging records in IO.
- Has anyone checked with Urbana to see about OCLC costs if loading MARCIVE into IO?
- Interested ONLY if and when provides OCLC cataloging for IO.
- Very interested in tapes, labels, barcodes, etc., for current items.
- Not interested in separate docs catalog. Can participate only if our records get added to IO database.

bba 23 Sept. 1993

11/93

PAPER SHIPPING LISTS 1993

PPING LIST	S.I. DATE	DATE REC'D	CORRECTION	CLAIM SENT	CLAIM REC'D
0398-P	07/[illegible]/93	08/02/93			
0399-P	07/[illegible]/93	07/29/93			
0400-P	07/[illegible]/93	07/29/93			
0401-P	07/[illegible]/93	09/10/93			
0402-P	07/[illegible]/93	07/29/93			
0403-P	07/[illegible]/93	09/10/93			
0404-P	07/[illegible]/93	08/02/93			
0405-P	07/[illegible]/93	08/02/93			
0406-P	07/[illegible]/93	07/30/93			
0407-P	07/[illegible]/93	09/10/93			
0408-P	07/[illegible]/93	09/10/93			
0409-P	07/[illegible]/93	09/10/93			
0410-P	07/[illegible]/93	09/10/93			
0411-P	07/[illegible]/93	08/02/93			
0412-P	07/[illegible]/93	08/02/93			
0413-P	07/[illegible]/93	08/11/93			
0414-P	07/[illegible]/93	08/06/93			
0415-P	07/[illegible]/93	08/06/93			
0416-P	07/[illegible]/93	08/06/93			
0417-P	07/[illegible]/93	08/06/93			
0418-P	07/[illegible]/93	08/06/93		YES	NO
0419-P	07/[illegible]/93	08/18/93			
0420-P	07/29/93	08/18/93			
0421-P	07/30/93	08/18/93			
0422-P	07/30/93	08/18/93			
0423-P	07/30/93	08/18/93			
0424-P	07/30/93	08/18/93			
0425-P	07/30/93	08/18/93			
0426-P	07/30/93	08/10/93			
0427-P	07/30/93	08/11/93		YES	NO
0428-P	08/02/93	08/19/93			
0429-P	08/02/93	08/31/93			
0430-P	08/02/93	08/19/93			
0431-P	08/02/93	08/31/93			
0432-P	08/02/93	08/31/93			
0433-P	08/03/93	08/19/93			
0434-P	08/03/93	08/18/93			
0435-P	08/03/93	08/17/93			
0436-P	08/04/93	08/18/93			
0437-P	08/04/93	08/18/93			
0438-P	08/05/93	08/17/93			
0439-P	08/05/93	08/17/93			
0440-P	08/06/93	08/19/93			
0441-P	08/06/93	08/31/93			
0442-P	08/09/93	08/18/93			
0443-P	08/09/93	08/18/93			
0444-P	08/10/93	08/18/93			

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ELECTRONIC SHIPPING LISTS 1993

SHIPPING LIST	SHIPPING LIST DATE	DATE RECEIVED	CLAIM SENT	CLAIM RECEIVED
93-0011-E	01/08/93	/ /		
93-0012-E	01/19/93	02/11/93		
93-0013-E	02/01/93	02/12/93		
93-0014-E	02/08/93	/		
93-0015-E	02/12/93	02/22/93		
93-0016-E	02/19/93	/		
93-0017-E	03/05/93	/		
93-0018-E	03/12/93	03/24/93		
93-0019-E	03/19/93	03/30/93		
93-0020-E	03/26/93	04/07/93		
93-0021-E	04/02/93	/		
93-0022-E	04/16/93	04/27/93		
93-0023-E	04/23/93	05/11/93		
93-0024-E	04/30/93	05/11/93		
93-0025-E	05/14/93	05/27/93		
93-0026-E	05/28/93	06/14/93		
93-0027-E	06/04/93	06/14/93		
93-0028-E	06/25/93	07/06/93		
93-0029-E	07/02/93	07/13/93		
93-0030-E	07/12/93	07/23/93		
93-0031-E	07/19/93	08/02/93		
93-0032-E	07/30/93	08/12/93		
93-0033-E	08/04/93	08/05/93	YES	YES
93-0034-E	08/23/93	08/31/93		
93-0035-E	09/03/93	09/16/93		
93-0036-E	09/17/93	09/28/93		
93-0037-E	09/24/93	10/04/93		
93-0038-E	10/06/93	10/16/93		
93-0039-E	10/25/93	11/02/93		

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No.
11/93

PAPER SHIPPING LISTS 1993

PPING LIST	S.L. DATE	DATE REC'D	CORRECTION	CLAIM SENT	CLAIM REC'D
0398-P	07/28/93	08/02/93			
0399-P	07/28/93	07/29/93			
0400-P	07/28/93	07/29/93			
0401-P	07/28/93	08/10/93			
0402-P	07/28/93	07/29/93			
0403-P	07/29/93	08/10/93			
0404-P	07/29/93	08/02/93			
0405-P	07/29/93	08/02/93			
0406-P	07/29/93	07/30/93			
0407-P	07/29/93	08/10/93			
0408-P	07/29/93	08/10/93			
0409-P	07/29/93	08/10/93			
0410-P	07/29/93	08/10/93			
0411-P	07/29/93	08/02/93			
0412-P	07/29/93	08/02/93			
0413-P	07/29/93	08/11/93			
0414-P	07/29/93	08/06/93			
0415-P	07/29/93	08/06/93			
0416-P	07/29/93	08/06/93			
0417-P	07/29/93	08/06/93			
0418-P	07/29/93	08/06/93		YES	NO
0419-P	07/29/93	08/10/93			
0420-P	07/29/93	08/18/93			
0421-P	07/30/93	08/18/93			
0422-P	07/30/93	08/18/93			
0423-P	07/30/93	08/18/93			
0424-P	07/30/93	08/18/93			
0425-P	07/30/93	08/18/93			
0426-P	07/30/93	08/10/93			
0427-P	07/30/93	08/11/93		YES	NO
0428-P	08/02/93	08/19/93			
0429-P	08/02/93	08/31/93			
0430-P	08/02/93	08/19/93			
0431-P	08/02/93	08/31/93			
0432-P	08/02/93	08/31/93			
0433-P	08/03/93	08/19/93			
0434-P	08/03/93	08/18/93			
0435-P	08/03/93	08/17/93			
0436-P	08/04/93	08/18/93			
0437-P	08/04/93	08/18/93			
0438-P	08/05/93	08/17/93			
0439-P	08/05/93	08/17/93			
0440-P	08/06/93	08/19/93			
0441-P	08/06/93	08/31/93			
0442-P	08/09/93	08/18/93			
0443-P	08/09/93	08/18/93			
0444-P	08/10/93	08/18/93			

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ELECTRONIC SHIPPING LISTS 1993

SHIPPING LIST	SHIPPING LIST DATE	DATE RECEIVED	CLAIM SENT	CLAIM REC'D
93-0001-E	01/08/93	/		
93-0002-E	01/14/93	02/11/93		
93-0003-E	01/21/93	02/11/93		
93-0004-E	01/28/93	/		
93-0005-E	02/11/93	02/11/93		
93-0006-E	02/18/93			
93-0007-E	02/25/93	/		
93-0008-E	03/11/93	03/24/93		
93-0009-E	03/18/93	03/30/93		
93-0010-E	03/25/93	04/07/93		
93-0011-E	04/01/93			
93-0012-E	04/15/93	04/27/93		
93-0013-E	04/23/93	05/11/93		
93-0014-E	04/29/93	05/10/93		
93-0015-E	05/14/93	05/27/93		
93-0016-E	05/28/93	06/14/93		
93-0017-E	06/04/93	06/14/93		
93-0018-E	06/25/93	07/16/93		
93-0019-E	07/02/93	07/19/93		
93-0020-E	07/12/93	07/23/93		
93-0021-E	07/19/93	08/02/93		
93-0022-E	07/30/93	08/12/93		
93-0023-E	08/09/93	10/05/93	YES	YES
93-0024-E	08/23/93	08/31/93		
93-0025-E	09/03/93	09/16/93		
93-0026-E	09/17/93	09/[illegible]		
93-0027-E	09/24/93	[illegible]		
93-0028-E	10/06/93	[illegible]		
93-0030-E	10/25/93	[illegible]		

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Rough Draft/GRD Government Documents CD-ROM Circulation Policy
Committee Members: Bret Heim, Chair; Kathe Conley; Denise Anton Wright

As a depository library for U.S. Government Documents, Milner Library is dedicated to making government information accessible to not only the Illinois State University community but also to the general public. In order to provide access to government information on CD-ROM and to provide security for the discs, it was determined that a written circulation policy is needed for government CD-ROMs housed in the General Reference and Documents department of Milner Library. In creating this policy, the committee considered several factors: uniqueness of the CD-ROM, duplication of information in hard copy held by Milner, replacement cost (if applicable), frequency of publication, geographic focus, status of the item as a class assignment, availability of appropriate hardware and software, current Milner circulation policies, and past circulation patterns of government CD-ROMs.

To ascertain existing circulation policies for government CD-ROMs, the committee solicted responses from the government documents community via an electronic discussion group, GOVDOC-L. Documents librarians were asked to discuss any formal or informal circulation policies presently in effect in their libraries and to comment on main issues or concerns involved in the development of such policies. A literature review was conducted by committee members to identify articles which address issues and considerations involved in the circulation of discs. These searches revealed a dearth of articles on the topic.

Reference Items and Limited Circulation Items

Based upon the factors mentioned above, the committee has decided to treat some government CD-ROMs as non-circulating Reference items and others as Limited Circulation items with an established loan period.

In keeping with Milner Library's role as a public institution, any patron--regardless of affiliation--may use government CD-ROMs on the U.S. Government CD Workstation terminal in Milner Library.

Loan Periods for Government CD-ROMs

- Limited Circulation CD-ROMs circulate for three days with no renewals. (see Appendix A for a list of Limited Circulation CD-ROMs)
- Reference CD-ROMs (most of which will be listed on the menu of the US Government CD Workstation terminal) do not circulate. Reference CD-ROMs are identified as such on the jewel case. (see Appendix B for a list of Reference CD-ROMs)

Exceptions to these loan periods are made only by the Head of General Reference and Documents or the Documents Collection Development Librarian.

Who is Allowed to Borrow Government CD-ROMs?

- Illinois State University faculty, staff, or students
- Holders of Milner courtesy cards
- Faculty, staff, or students of institutions having a contractual agreement with Milner Library for library resources and services

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Circulation Procedure for Items to be Used In-Library or Off-Site

- The individual staffing the GRD desk records the following information on the clipboard which is displayed near the government CD-ROMs:
    1. Date CD-ROM is checked out
    2. Title of CD-ROM
    3. Issue (disc number and date)
    4. Patron ID and/or affiliation (a current drivers license is acceptable only for patrons using a disc in-house.)
    5. Times checked out and returned
- CD-ROMs which leave the building will be placed in a mailer envelope. On the mailer envelope will be affixed a form with the following information:
    1. Due Date
    2. CD-ROMs must be returned to the GRD desk (not placed in book drops)
    3. Penalties for late return or lost/damaged discs
- Circulation of government CD-ROMs is handled at the GRD desk.
- If a patron wants to use a government CD-ROM other than the resident disc at the U.S. Government CD Workstation terminal, the individual staffing the GRD desk is responsible for changing the disc.
- A monthly tally of items circulated in-library and off-site (titles and number of circulations) will be kept.

Overdues

- Fines accrue at the rate of $1.00 per day.
- Each day a designated individual will check the clipboard for overdue CD-ROMs. If an item is overdue, Systems will be notified and the delinquency entered into the system.
- The fine for lost or damaged CD-ROMs is one-half the replacement cost.
- Abuse of this policy can result in a loss of borrowing privileges for government CD-ROMs.
- A record of overdues will be kept.

Dissemination of Government CD-ROM Circulation Policy

- A copy of this policy will be kept in the Documents notebook shelved in the librarian's reference area at the GRD desk.
- This policy can be communicated through the representatives of the Bloomington-Normal Reference Roundtable and also to individuals outside the ISU community who have been allowed to check government CD-ROMs out of Milner in the past.

This policy shall be reviewed annually concurrent with the government documents depository item selection profile.

Wright
7/22/93

Appendix A

Limited Circulation Government CD-ROMs
(allowed to circulate for a three-day loan period)

1987 Census of Agriculture
1987 Economic Census
County and City Data Book
County Business Patterns
Current Population Survey
Entrez Sequences
OSHA Regulations
1988 NCHS (Center for Disease Control)
NOAA Aeronautical
Digital Line Graph

Older editions of: Exports/Imports of Merchandis
National Trade Date Bank
National Economic, Social and Environmental Data Base
Toxic Release Inventory

Appendix B

Reference Government CD-ROMs
(do not circulate)

P.L. 94-171
STF 1A
STF 3A
STF 3C
Census/EEO

Latest editions of: Exports/Imports of Merchandise
National Trade Data Bank
National Economic, Social and Environmental Data Base
Toxic Release Inventory

Wright
7/22/93

Documents Conferences
Documents-Related Meetings
Documents-Related Field Trips
Illinois State University
Milner Library Staff
1992-1993

Conferences/Meetings

Illinois Library Association GODORT Meeting
Peoria, IL
October 1992
Attended: Barbara B. Alexander, Head, GRD.

American Library Association Midwinter Meeting
Denver, Colorado
January 1993
Attended: Barbara B. Alexander, Head, GRD.

Federal Depository Library Conference (FDLC)
Washington, D.C.
April 1993
Attended: Barbara B. Alexander, Head, GRD; Vicki Tate, Documents Collection Development, GRD.

Illinois Library Association
Documents Directed Discussion, GODORT Business Meeting
Springfield, IL
April 1993
Attended: Barbara B. Alexander, Head, GRD; Vicki Tate, Documents Collection Development, GRD.

American Library Association Annual Meeting
New Orleans, LA
June 1993
Attended: Barbara B. Alexander, Head, GRD.

Illinois Library Association GODORT Meeting
Springfield, IL
September 1993
Attended: Barbara B. Alexander, Head, GRD; Vicki Tate, Documents Collection Development, GRD; Jane Chamberlain, Clerk III, Documents Processing, GRD/Acquisitions and Collection Management (ACM); Susie Mearida, LTA I, GRD; Doug DeLong, Head, ACM; Dianne DeLong, Collection and Records Management (CRM).

Illinois Federal Depository Librarians Annual Meeting
Springfield, IL
September 1993
Attended: Barbara B. Alexander, Head, GRD; Vicki Tate, Documents Collection Development, GRD.

Chicago Conference on the Future of Federal Government Information
Chicago, IL
October 1993
Attended: Vicki Tate, Documents Collection Development, GRD; Jane Chamberlain, Clerk III, Documents Processing, GRD/ACM.

Field Trips/Visits

University of Illinois, Urbana-Champaign, Documents Library
Urbana, IL
February 1993
Attended: Barbara B. Alexander, Head, GRD; Vicki Tate, Documents Collection Development, GRD; Bret Heim, GRD.

Illinois State Library
Springfield, IL
March 1993
Attended: Barbara B. Alexander, Head, GRD; Vicki Tate, Documents Collection Development, GRD; Bob Townsend, Kathe Conley, Sharon Naylor, Bret Heim, GRD Librarians; Susie Mearida, LTA I, GRD; Sharon Hartzell, LTA III, Documents Processing, GRD/ACM; Becky Christianson, Clerk III, Documents Processing, GRD/ACM.

Illinois Wesleyan University
Bloomington, IL
March 1993
Attended: Barbara B. Alexander, Head, GRD.

bba/15nov93

Documents Training Sessions
Milner Library
Illinois State University
1992-1993

(All training sessions were open to all Milner Staff.)

ASI/CIS
Sharon Naylor/Denise Anton Wright
9 December 1992

Census
Vicki Tate
16 December 1992

U.S. Code and Statutes at Large
Kathe Conley
6 January 1993

CFR and Federal Register
Barbara Alexander
13 January 1993

GPO SilverPlatter
Pat Cline
20 January 1993

Monthly Catalog
Bob Townsend
27 January 1993

Serial Set and Hearings
Kathe Conley
3 February 1993

NTDB
Vicki Tate
17 February 1993

TRI CD-ROM
Bob Townsend
17 March 1993

Census CD-ROMs
Bret Heim
23 June 1993

For copies of training handouts see Government Documents Notebook at the GRD Desk.

bba/16nov93

CIRCULATION MANUAL CHARGES								
DATE	LC	OTHER	DOC		DATE	LC	OTHER	DOC
7/1/93	0	6	5		8/1/93	0	0	0
7/2/93	6	0	0		8/2/93	1	4	1
7/3/93	0	0	0		8/3/93	2	1	0
7/4/93	0	0	0		8/4/93	3	1	0
7/5/93	0	0	0		8/5/93	2	0	0
7/6/93	1	1	0		8/6/93	5	2	0
7/7/93	0	0	6		8/7/93	0	0	0
7/8/93	4	0	0		8/8/93	1	4	0
7/9/93	3	0	0		8/9/93	1	4	2
7/10/93	0	0	0		8/10/93	4	0	1
7/11/93	1	0	0		8/11/93	0	1	2
7/12/93	2	3	1		8/12/93	1	0	0
7/13/93	0	0	3		8/13/93	3	0	0
7/14/93	6	1	1		8/14/93	0	0	0
7/15/93	3	0	0		8/15/93	0	0	0
7/16/93	1	0	0		8/16/93	0	0	0
7/17/93	2	0	2		8/17/93	1	0	0
7/18/93	2	0	2		8/18/93	2	2	0
7/19/93	2	1	5		8/19/93	1	0	0
7/20/93	4	5	14		8/20/93	0	0	0
7/21/93	6	0	0		8/21/93	0	0	0
7/22/93	0	1	1		8/22/93	0	0	0
7/23/93	2	0	0		8/23/93	5	2	1
7/24/93	0	0	0		8/24/93	6	0	8
7/25/93	1	0	0		8/25/93	3	0	0
7/26/93	2	2	5		8/26/93	2	1	10
7/27/93	8	0	1		8/27/93	3	3	0
7/28/93	0	2	0		8/28/93	3	8	2
7/29/93	1	0	1		8/29/93	1	0	5
7/30/93	0	0	0		8/30/93	7	4	5
7/31/93	2	1	1		8/31/93	6	2	6
TOTAL	59	23	48		TOTAL	63	39	43
	COMBINED TOTAL					COMBINED TOTAL		
		130					145	

CIRCULATION MANUAL CHARGES								
DATE	LC	OTHER	DOC		DATE	LC	OTHER	DOC
9/1/93	2	4	0		10/1/93	6	1	0
9/2/93	4	2	2		10/2/93	0	0	0
9/3/93	0	0	0		10/3/93	1	4	5
9/4/93	0	0	0		10/4/93	6	7	5
9/5/93	0	0	0		10/5/96	3	5	9
9/6/93	10	0	1		10/6/93	7	7	1
9/7/93	4	1	0		10/7/93	3	1	0
9/8/93	9	5	4		10/8/93	0	8	3
9/9/93	4	1	2		10/9/93	0	9	0
9/10/93	0	0	0		10/10/93	12	1	1
9/11/93	0	0	0		10/11/93	15	4	1
9/12/93	1	6	3		10/12/93	29	6	4
9/13/93	6	4	4		10/13/93	9	8	3
9/14/93	9	6	2		10/14/93	13	0	6
9/15/93	4	1	0		10/15/93	0	0	0
9/16/93	7	6	2		10/16/93	0	0	0
9/17/93	0	0	0		10/17/93	5	5	5
9/18/93	0	0	0		10/18/93	7	5	6
9/19/93	0	0	0		10/19/93	7	1	12
9/20/93	6	2	1		10/20/93	11	0	2
9/21/93	10	1	2		10/21/93	6	4	9
9/22/93	2	1	2		10/22/93	0	0	0
9/23/93	5	2	3		10/23/93	0	0	0
9/24/93	0	0	0		10/24/93	11	5	6
9/25/93	0	0	0		10/25/93	2	7	13
9/26/93	9	1	5		10/26/93	11	7	4
9/27/93	7	4	4		10/27/93	3	3	5
9/28/93	4	2	0		10/28/93	7	9	2
9/29/93	6	2	3		10/30/93	0	0	0
9/30/93	0	0	0		10/31/93	11	12	6
TOTAL	109	51	40		TOTAL	185	119	108
	COMBINED TOTAL					COMBINED TOTAL		
		200					412	